



# **A Guide to Source Separation of Recyclable Materials for Industrial, Commercial and Institutional Sectors and Multi-Unit Residential Buildings**

As Required Under Ontario Regulation 103/94.

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Ministry of Environment and Energy

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# PREFACE

This guide is one of a series to help waste generators, packagers, municipalities and recycling site operators understand and comply with the requirements of the 3Rs Regulations that became law March 3, 1994.

The regulations are an integral part of Ontario's Waste Reduction Action Plan, announced in February 1991 by the Minister of Environment and Energy. The plan is aimed at reducing the amount of waste going to disposal by at least 50 per cent by the year 2000 compared to the base year of 1987.

Ontario will achieve this goal with a strategy based on the 3Rs — reduction, reuse and recycling.

The 3Rs Regulations are designed to ensure that industrial, commercial and institutional (IC&I) sectors, as well as municipalities, develop programs to reduce the amount of valuable resources going to disposal.

The five new regulations, made under the *Environmental Protection Act*, are:

Ontario Regulation 101/94: Recycling and Composting of Municipal Waste

Ontario Regulation 102/94: Waste Audits and Waste Reduction Workplans

Ontario Regulation 103/94: Industrial, Commercial and Institutional Source Separation Programs

Ontario Regulation 104/94: Packaging Audits and Packaging Reduction Workplans

Ontario Regulation 105/94: Definitions (Amendments to Regulation 347)

This guide will help designated IC&I sectors and owners of multi-unit residential buildings comply with requirements for a source separation program for recyclable materials under Regulation 103/94. For a legal interpretation of requirements, refer to the Official Regulation.



The other guides in this series are:

- *A Guide to Source Separation of Recyclable Materials and Leaf and Yard Waste Systems for Municipalities as Required Under Ontario Regulation 101/94*
- *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use as Required Under Ontario Regulation 101/94*
- *A Guide to Waste Audits and Reduction Workplans for Industrial, Commercial and Institutional Sectors as Required Under Ontario Regulation 102/94*
- *A Guide to Waste Audits and Reduction Workplans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94*
- *A Guide to Packaging Audits and Reduction Workplans as Required Under Ontario Regulation 104/94*

#### **Ontario's Waste Reduction Target**

The Government of Ontario has established a target to decrease the amount of waste going to disposal by at least 50 per cent by the year 2000 compared to the base year of 1987. This is a *provincial* target that applies to the total amount of non-hazardous solid waste generated in Ontario from all sources. While this target is not a legal requirement for individual municipalities and IC&I establishments under the 3Rs Regulations, many have voluntarily adopted it, and some have set an even higher waste reduction target.



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# TABLE OF CONTENTS

<b>1.0 Introduction .....</b>	1
1.1 Compliance Deadlines .....	1
<b>2.0 General Requirements.....</b>	3
2.1 Source Separation Program Requirements.....	3
2.1.1 Collection, Handling and Storage .....	3
2.1.2 Removal .....	4
2.1.3 Information to Users .....	4
2.1.4 Effective Use of Separated Materials .....	5
2.1.5 Mandatory Materials to be Source Separated.....	6
2.2 Wastes Exempted from Part V of the Act.....	7
2.3 Source Separation Programs Exempted from Approvals.....	8
<b>3.0 Who is Affected / Special Provisions .....</b>	9
3.1 Educational Institutions.....	9
3.2 Hospitals .....	10
3.3 Hotels or Motels .....	11
3.4 Manufacturing Establishments.....	12
3.5 Office Buildings.....	13
3.6 Restaurants .....	14
3.7 Retail Shopping Establishments .....	16
3.8 Retail Shopping Complexes .....	17
3.9 Large Construction Projects .....	18
3.10 Large Demolition Projects .....	19
3.11 Multi-Unit Residential Buildings .....	20
<b>Appendices</b>	
A Ministry of Environment and Energy Offices .....	21
B Additional Sources of Information .....	22
C Materials Eligible for Source Separation Programs.....	23
D Group A, B or F Hospitals .....	25
E Division E of Standard Industrial Classification (SIC) Codes...27	



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# **1.0**

# **INTRODUCTION**

Ontario Regulation 103/94 requires large waste generators to establish source separation programs for designated waste materials.

Materials that have been designated for source separation represent large components of the waste stream that can be readily diverted from disposal to markets.

Chapter 1.0 of this guide provides compliance deadlines for establishing source separation programs under Regulation 103/94. Chapter 2.0 of this guide describes the general requirements of a source separation program and the wastes required to be separated. Chapter 3.0 defines the sectors that must establish a source separation program, the minimum requirements and any special provisions for each sector. The appendices provide additional information which may be useful to those who must comply with the regulation.

## ***1.1 Compliance Deadlines***

In Southern Ontario, any person responsible for an IC&I establishment or multi-unit residential building subject to the regulation must have a source separation program in place by March 3, 1995. In Northern Ontario the deadline is July 1, 1996. This added compliance time is to allow for the required startup time of municipal source separation programs in Northern Ontario. However, designated construction and demolition projects, and manufacturing establishments located in Northern Ontario must comply by March 3, 1995. Northern Ontario includes the Regional Municipality of Sudbury and the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming. After March 3, 1995, any person responsible for an IC&I establishment or multi-unit residential buildings subject to the regulation must have a source separation program in place when the person becomes subject to the regulation.

In the case of large construction or demolition projects, the source separation program must be in place and ready for materials to be handled before work begins on the site. Projects already in place March 3, 1994 will have until March 3, 1995. Projects that begin after March 3, 1994 will have until March 3, 1995 to comply.



**Figure 1.1 summarizes the compliance deadlines for IC&I waste generators**

Waste Generators	COMPLIANCE DEADLINES	
	Southern Ontario	Northern Ontario
<b>Educational institutions</b> with an enrollment of 350+ and located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996
<b>A, B or F hospitals</b> located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996
<b>Hotels and motels</b> with 75+ rooms and located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996
<b>Manufacturing establishments</b> with 16,000+ employee hours in any one month	March 3, 1995	March 3, 1995
<b>Office buildings</b> with 10,000+ square metres floor area and located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996
<b>Restaurants</b> with gross sales in excess of \$3,000,000 and located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996
<b>Retail shopping establishments and complexes</b> with 10,000+ square metres floor area and located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996
<b>Construction and demolition projects</b> with a total floor area of at least 2,000 square metres (* if project in progress by March 3, 1994)	March 3, 1995*	March 3, 1995*
<b>Multi-unit residential buildings</b> with six or more units and located in a municipality with a population of 5,000+	March 3, 1995	July 1, 1996



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## **2.0 GENERAL REQUIREMENTS**

This chapter outlines the general requirements for source separation programs to be implemented by designated IC&I sectors and multi-unit residential buildings. Special provisions and requirements for affected IC&I sectors and multi-unit residential buildings are described in Chapter 3.0.

### ***2.1 Source Separation Program Requirements***

A source separation program consists of a series of ongoing activities to separate reusable and recyclable waste materials into their material categories from other types of waste at the point of generation.

Source separated waste can be recycled or reused and the secondary materials produced can be used to replace, or to substitute, raw materials used for new products.

The regulation specifies minimum requirements for the source separation program as outlined in sections 2.1.1 through 2.1.5.

#### ***2.1.1 Collection, Handling and Storage***

The source separation program must have sufficient facilities for the collection, handling and storage of the anticipated quantities of source-separated wastes.

Collection means that suitable containers must be provided for employees and patrons to deposit waste materials. The collection containers should be appropriate for the generator's site and activity. That is, they should be located conveniently, be properly sized, and made from materials that can adequately contain the waste. One arrangement is to have individual containers for each department (or work station), as is typical with garbage containers. This will encourage greater participation in the source-separation program.

Storage areas and equipment must be provided for the collected materials. The method of storage (e.g., bales, boxes, containers) can help prevent damage to the materials and control litter. Requirements for preparation and shipping will usually be in accordance with a hauler, user or processor specification.



Appropriate handling procedures and equipment, such as lift trucks, must be provided to transport source-separated waste from collection bins to on-site storage areas. Materials to be transported should be suitably packed to prevent damage and control litter.

### **2.1.2 Removal**

Measures must be taken to ensure that the collected source-separated wastes are removed from the site and delivered to a Municipal Waste Recycling Site as defined in Ontario Regulation 101/94 or another site with the capability to handle source-separated waste.

### **2.1.3 Information to Users**

To promote awareness of the source separation program and ensure its continuing success, information must be provided to employees, patrons, and tenants.

This information can be in the form of yearly or more frequent progress reports that show the amount of materials collected, cost savings or other waste reduction achievements. These reports serve as reminders and motivational tools to encourage participation by providing feedback to users.

The program must be communicated to the employees, contractors or patrons to ensure that source separation procedures, responsibilities, and equipment use are properly understood. New employees must also be informed of the program and trained in its operation. Also, information about modifications to the program, such as the addition of new materials to be separated, must be conveyed. Communication can be through newsletters, signs, group meetings or other methods available to the owner or operator.

Employees should be trained in the proper use of source separation equipment and program procedures. Training should enable employees to recognize what materials must be source separated, the desired quality, locations of collection containers, and how to contact program coordinators. Training can take place through meetings, information sessions, newsletters or pamphlets.



#### **2.1.4 Effective Use of Separated Materials**

Designated waste generators must make reasonable efforts to ensure that the separated waste is reused or recycled.

The separated materials can be directed to beneficial use by the waste generator through intermediaries such as Municipal Waste Recycling Sites, materials brokers or waste exchanges, or sent directly to end-users to reuse or recycle the materials into new products. If the materials are sent to a depot located at a landfill site, or another waste disposal site, they must eventually be forwarded to a recycling site or end-user.

Reasonable efforts to market the materials for reuse or recycling include contacting industry and trade associations, materials exchanges, local municipal recycling coordinators and other agencies (see Appendix B). These agencies can provide information on where the materials can be directed or whom to contact. In addition, there are private companies which will collect the source-separated waste from a site and make them available to markets.

Reasonable efforts also include steps by the waste generator to ensure that the separated materials are in fact reused or recycled by the waste receiver. The separated materials must be handled in a manner that will not degrade their quality (eg. they must not be mixed with other waste). Precautions can be taken prior to entering into a contract by obtaining and checking references or requiring a list of eventual uses. A contract may also contain provisions enabling the waste generator to conduct or obtain audits of the receiving facility, or provide written guarantees as to the final use of the materials.



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## **SOME HELPFUL REMINDERS...**

- Ensure that source-separated waste meets the specifications of the intended waste receiver (ie. the recycling site, end-user, manufacturer). The specifications may include the types of recyclable materials that can be commingled, allowable contamination limits and storage methods.
  - Reduce the amount of contaminants in the source-separated waste through an effective employee education program. Contamination of the materials in storage areas can also be reduced by posting signs and by restricting access.
  - Minimize the prolonged storage of the materials. Materials that have aged may not be suitable for recycling. As well, some materials, such as plastics and papers, will degrade under lengthy exposure to sunlight and moisture.
  - Commingle materials only if necessary to solve storage problems. Avoid the commingling of incompatible waste materials. For example, glass mixed with paper can degrade the paper. Commingle of various materials may also reduce their value to prospective buyers.
- 

### **2.1.5 Mandatory Materials to be Source Separated**

The schedule to Regulation 103/94 lists the materials that must be included in the source separation program for each designated waste generator. These materials are listed for each designated waste generator in Chapter 3.0.

Regulation 103/94 requires generators to source separate only wastes that can be reasonably anticipated because of normal practices or operations at the site. Doing the waste audit, as required under Regulation 102/94, should determine if a particular material can be reasonably anticipated. If, through the waste audit, it is determined that there are insignificant amounts of the material in the waste stream or it is not a normal part of the operation, then it would not be expected to be included in the source separation program.



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#### **Examples of Situations Where Designated Waste Materials Need Not be Included In a Source Separation Program:**

A **restaurant** uses no glass containers for food or beverages. It purchases supplies in metal cans and does not serve food or beverages in bottles. The restaurant's waste audit shows that glass bottles were found in its waste stream from customers discarding bottles in the restaurant's garbage bins. This is not considered to be a normal part of the restaurant's operation and therefore the restaurant would not be expected to source separate glass containers.

A **manufacturer** of plastic products does not use wood as a raw material in its products, nor does it receive or ship items on wooden pallets or use other types of wood in its operations. This is confirmed through the waste audit. The manufacturer's source separation program need not make provisions for wood.

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The waste audit is also the point where the generator determines whether or not a particular material is recyclable. If there are steps that can be taken to make it recyclable, then these should be included in the waste reduction workplan.

Generators are encouraged to add other materials to their source separation program in addition to the mandatory materials listed in Regulation 103/94. Some of these additional materials may be the same as the mandatory materials which municipalities are required to source separate in Regulation 101/94, Schedule 1. Materials from the other two schedules in Regulation 101/94 may also be included. Note that Schedule 3 wastes cannot be commingled. See Appendix C for the complete schedules and a description of the wastes designated for IC&I programs.

The type of material handled by a source separation program will determine if the program requires waste management system approvals under the *Environmental Protection Act* (see section 2.3 of this guide).

## **2.2 Wastes Exempted from Part V of the Environmental Protection Act**

Under specific conditions, some waste materials are exempt from Part V (Waste Management) of the *Environmental Protection Act* and Regulation 347 (General Waste Management). Exempt waste includes waste materials from Regulation 101/94, Schedule 1, 2 or 3 (see Appendix C) that are not commingled with other materials or waste, and is transferred by a waste generator and destined for a site that uses the material. For example:



- aluminum beverage cans sent to an aluminum processing plant for use at the plant
- glass containers sent to a glass manufacturing plant for use at the plant

Note that a waste cannot be exempt if it is sent to a site that will use it in a combustion process or for land application.

For more information about exempted wastes see Regulation 347, and *A Guide to Approvals for Recycling Sites, Leaf and Yard Waste Composting Sites and Compost Use*.

### **2.3 Source Separation Programs Exempted from Approvals**

The *Environmental Protection Act*, Sections 27, 40 and 41 require that facilities used for waste management purposes obtain a Certificate of Approval from the ministry.

An IC&I source separation program mandated by Regulation 103/94 and which handles only the material discussed in section 2.1.5 is exempted from these approval requirements. In addition, source separation programs which are not mandated by Regulation 103/94 but which comply with its requirements are also exempt. For example, a source separation system serving an office building with less than 10,000 square metres (not designated under Regulation 103/94) is exempt if it is consistent with the requirements described in section 2.1 of this guide and the system handles waste from a single site.



## **3.0**

# **WHO IS AFFECTED / SPECIAL PROVISIONS**

The requirement to implement a source separation program applies only to establishments designated in the regulation. All associated administrative, warehousing or other ancillary activities/departments located on site are included.

Except for multi-unit residential buildings, IC&I establishments that are required by Regulation 103/94 to source separate are also required to conduct a waste audit and develop a waste reduction workplan under Regulation 102/94.

### ***3.1 Educational Institutions***

An “educational institution” is designated and must implement a source separation program if more than 350 persons are enrolled at the location or campus at any time during the calendar year, and if the institution is located within a local municipality that has a population of at least 5,000. There is no distinction between part-time and full-time students.

This definition covers public and private institutions such as elementary, secondary, or vocational schools; training academies; and post-secondary colleges and universities. Also included in this category are any facilities that are used predominantly for education, such as a company’s employee training institute. Recreational centres, such as summer youth camps with an incidental training component, are not included in this category.

The source separation program must be maintained for two years after the last year the educational institution had more than 350 persons enrolled.

#### **Wastes to be Source Separated**

Designated educational institutions are required to follow the general requirements, outlined in Chapter 2.0, to implement a source separation program for the following material categories: steel food or beverage cans (including cans made primarily of steel), aluminum food or beverage cans (including cans made primarily of aluminum), corrugated cardboard, fine paper, glass bottles and jars for food or beverages, and newsprint.



### **Special Provisions**

The operator of an educational institution is required to implement a source separation program for the wastes generated at the location or campus of the institution or shall ensure that such a program is implemented.

If there are operations at the educational institution run by tenants and/or sub-contractors, the operator of the educational institution may allow a tenant/sub-contractor to implement their own source separation program, but that program must meet the requirements of the regulation.

## **3.2 Hospitals**

A "public hospital" is designated and must implement a source separation program if it is a group A, B or F hospital in Regulation 964 of the Revised Regulations of Ontario, 1990 and if the hospital is located within a local municipality that has a population of at least 5,000.

Regulation 964 classifies these hospitals as follows:

**Group A:** general hospitals providing teaching facilities for university medical students, as evidenced by a written agreement between the hospital and the university with which it is affiliated, and hospitals approved in writing by the Royal College of Physicians and Surgeons for providing post-graduate education leading to certification or a fellowship in one or more of the specialties recognized by the College.

**Group B:** general hospitals having at least 100 beds.

**Group F:** hospitals for chronic patients and having at least 200 beds.

Nursing homes or homes for the aged, not under the *Public Hospitals Act*, are not included. See Appendix D for a full listing of the hospitals covered under Group A, B or F.

### **Wastes to be Source Separated**

Designated hospitals are required to follow the general requirements, as outlined in Chapter 2.0, and to implement a source separation program for the following material categories: steel food or beverage cans (including those made primarily of steel) aluminum food or beverage cans (including cans made primarily of aluminum), corrugated cardboard, fine paper, glass bottles and jars for food or beverages, and newsprint.



### **Special Provisions**

The operator of a hospital is required to implement a source separation program for the wastes generated by the operation of the hospital or shall ensure that such a program is implemented.

If there are operations at the hospital run by tenants and/or sub-contractors, the operator of the hospital can allow a tenant/sub-contractor to implement their own source separation program, but that program must meet the requirements of the regulation.

### **3.3 Hotels or Motels**

A "hotel or motel" is designated and must implement a source separation program if it has more than 75 units and if the hotel or motel is located within a local municipality that has a population of at least 5,000.

This definition covers facilities with sleeping accommodations for temporary stays, including motels, hotels, inns, resorts, hostels, vacation cabins, and other buildings providing temporary lodging to the travelling public. It does not include camp grounds or trailer parks.

#### **Wastes to be Source Separated**

Designated hotels and motels are required to follow the general requirements, outlined in Chapter 2.0, to implement a source separation program for the following material categories: steel food or beverage cans (including cans made primarily of steel), aluminum food or beverage cans (including cans made primarily of aluminum), corrugated cardboard, fine paper, glass bottles and jars for food or beverages, newsprint, and polyethylene terephthalate (PET) bottles for food or beverages (including bottles made primarily of PET).

### **Special Provisions**

The owner of a hotel or motel is required to implement a source separation program for the wastes generated by the operation of the hotel or motel or shall ensure that such a program is implemented.

If there are operations at the hotel or motel run by tenants and/or sub-contractors, the operator of the hotel or motel may allow a tenant/sub-contractor to implement their own source separation program, but that program must meet the requirements of the regulation.



### **3.4 Manufacturing Establishments**

A "large manufacturing establishment" is designated and must implement a source-separation program if employees at the site work in excess of 16,000 hours in any one calendar month during the preceding two calendar years.

For example:

- For establishments operational on March 3, 1994, when the regulation came into force, the employees at the site must have worked more than 16,000 hours in any month in 1992 or 1993 for the regulation to apply.
- For establishments which come into existence or increase above the size criteria after March 3, 1994, the regulation will apply in the first calendar year following the calendar month in which employees worked more than 16,000 hours.

A designated manufacturing establishment is no longer subject to the regulation if for every month in two successive calendar years employees work less than a total of 16,000 hours. The ministry may request that the owner supply proof within seven days to the Director or be automatically subject to the regulation. Copies of the records related to hours of employment under Section 11 of the *Employment Standards Act* are sufficient proof.

An "owner" is the operator of the manufacturing establishment; not a landlord leasing facilities to a manufacturer.

The requirements for manufacturing establishments apply to a "site". This would include nearby properties owned or leased by the same person where passage from one property to another involves crossing, but not travelling along, a public highway. All facilities or buildings at the same site are included in the calculation of hours worked.

#### **Wastes to be Source Separated**

Designated manufacturing establishments are required to follow the general requirements, outlined in Chapter 2.0, to implement a source separation program for the following material categories: aluminum; corrugated cardboard; fine paper; glass; newsprint; high density polyethylene jugs, pails, crates, totes and drums; linear low density and low density polyethylene film; polystyrene-expanded foam; polystyrene trays, reels, spools; steel; and wood (not including painted, treated or laminated wood).



### **Special Provisions**

The owner of a manufacturing establishment is required to implement a source separation program for the wastes generated by the operation of the establishment at the site or shall ensure that such a program is implemented.

Sub-contractors which run operations at the manufacturing establishment may be allowed by the owner to implement their own source separation program, but only within the requirements of the regulation.

The Standard Industrial Classification (SIC) system issued by Statistics Canada is a useful framework to help determine whether or not your establishment is subject to this regulation. Appendix E lists industries from Division E of the SIC which are considered manufacturing for purposes of this Regulation. The mining, forestry, agricultural and crude petroleum and gas industries are not included.

### **3.5 Office Buildings**

An "office building" is designated and must implement a source separation program if it has at least 10,000 square metres of floor area for use as offices, and if it is located within a local municipality that has a population of at least 5,000.

This definition covers buildings or groups of buildings that are used primarily for administrative business purposes. Examples are buildings with government offices, company headquarters, financial and investment offices, and where other professional services are conducted.

Groups of buildings means two or more buildings which have the same owner and are located at the same site. There can be one building or property, excluding public roads or lands, of a different ownership located between any two buildings in the group.

Floor area is defined as the area devoted to offices. For instance, if some of the floor area is used for parking, laboratory or residential uses, then it should not be included. It is to be calculated as "gross area" according to the *Ontario Building Code*: "the total area of all floors above grade measured between the outside surfaces of exterior walls, or between the outside surfaces of exterior walls and the centre line of firewalls except that, in any occupancy other than a residential occupancy, where an access or a building service penetrates a firewall, measurements shall not be taken to the centre line of such firewall."



### **Wastes to be Source Separated**

Designated office buildings are required to follow the general requirements, outlined in Chapter 2.0, to implement a source separation program for the following material categories: steel food and beverage cans (including cans made primarily of steel) aluminum food and beverage cans (including cans made primarily from aluminum), corrugated cardboard, fine paper, glass bottles and jars for food or beverages, and newsprint.

### **Special Provisions**

The owner of the office building is responsible for implementing the source-separation program. An owner may wish to adjust leases to require tenants to assist in the implementation of the source-separation program. For example, tenants could be requested to provide information to the landlord as to the type and quantity of waste generated or to make use of facilities provided by the owner for the collection, handling and storage of source separated wastes.

The owner of the office building is required to implement a source-separation program for the wastes generated at the building or shall ensure that such a program is implemented.

This means that the owner can allow tenants to implement their own source separation program but these must meet the requirements of the regulation.

### **3.6 Restaurants**

All owners of restaurants, including take out restaurants, are designated and must implement source separation programs if gross sales for all restaurants operated by the owner in Ontario were \$3 million or more in any of the two preceding calendar years.

For example:

- For restaurants that were operational on March 3, 1994, when the regulation came into force, the sales must have been more than \$3 million in 1992 or 1993 for the regulation to apply.
- For restaurants which come into existence or increase above the sales criteria after March 3, 1994, the regulation will apply in the first calendar year following the calendar year in which gross sales were \$3 million or more.



The source separation requirements only apply to the owner's restaurants in municipalities with a population of at least 5,000.

Note that the ministry may request that the owner supply proof within seven days to the Director or be automatically subject to the regulation. Copies of records related to purchase and sale maintained under subsection 5(1) of Regulation 1013 of Revised Regulations of Ontario, 1990 are sufficient proof.

A designated restaurant owner is no longer subject to the regulation when two calendar years pass in which the gross sales in each year were less than \$3 million.

Restaurants are defined as establishments that prepare food or beverages on site and offer them for immediate sale to the public. Preparation may include cooking, baking, filling or packaging into servable portions. This category includes licensed and unlicensed restaurants, pubs, taverns and cafeterias that provide sit-down meals, take-out, pick-up or delivery.

### **Wastes to be Source Separated**

Designated restaurants are required to follow the general requirements, outlined in Chapter 2.0, to implement a source separation program for the following material categories: steel food or beverage cans (including cans made primarily of steel), aluminum food or beverage cans (including cans made primarily of aluminum), corrugated cardboard, fine paper, glass bottles and jars for food or beverages, newsprint, and polyethylene terephthalate (PET) bottles (including bottles made primarily of PET).

### **Special Provisions**

The owner of the restaurant is required to implement a source-separation program for the wastes generated by the operation of the restaurant or shall ensure that such a program is implemented.

If the restaurant is in a designated retail shopping establishment or complex, office building, hotel or motel, hospital or campus of an educational institution, the owner of the restaurant is not subject to this regulation. Rather, the owner of the designated establishment is responsible for implementing a source-separation program for the waste generated at the building location or must ensure that such a program is implemented.



For example, in the case of a restaurant located on the ground floor of a 20,000 square metre office building, the restaurant owner is not designated under the regulation. However, the restaurant must participate in the building owner's source separation program within the requirements of the regulation.

If a restaurant is located in a building which is not designated, the owner of the restaurant is responsible for complying with the regulation if the owner meets the sales criteria.

### **3.7 Retail Shopping Establishments**

A "retail shopping establishment", located in a municipality with a population of at least 5,000, is designated and must implement a source separation program if its floor area is at least 10,000 square metres (see section 3.5 in this guide for calculating floor area). Parking areas are not included in floor area. Retail shopping establishments, regardless of size, are designated if they are part of a designated retail shopping complex (see section 3.8) whose owner is not responsible for the waste from the establishment.

A retail shopping establishment is a location where goods or services are sold at retail to persons who come to the establishment.

#### **Wastes to be Source Separated**

Retail shopping establishments are required to follow the general requirements, outlined in Chapter 2.0, to implement a source separation program for the following material categories: steel food or beverage cans (including cans made primarily of steel), aluminum food and beverage cans (including cans made primarily of aluminum), corrugated cardboard, fine paper, glass bottles and jars for food or beverages, and newsprint.

#### **Special Provisions**

The owner of the retail shopping establishment is required to implement a source separation program for the wastes generated by the establishment or shall ensure that such a program is implemented.

For example, a department store, located in a 20,000 square metre retail shopping mall, and which looks after its own waste management activities, can ensure compliance by participating in the program operated by the owner of the mall.



### **3.8 Retail Shopping Complexes**

A "retail shopping complex" located within a municipality with a population of at least 5,000, is designated if the total floor area of the establishments in the complex is at least 10,000 square metres (see section 3.5 in this guide for calculating floor area). Parking areas are not included in floor area.

This designation covers a group of "retail shopping establishments" that are planned, developed and designed as a unit, including department stores, strip malls, plazas, indoor shopping malls or centres, supermarkets, department stores and gallerias.

#### **Wastes to be Source Separated**

Retail shopping complexes are required to follow the general requirements, outlined in Chapter 2.0, to implement a source-separation program for the following material categories: glass bottles and jars for food or beverages, aluminum food and beverage cans (including cans made primarily of aluminum), steel food or beverage cans (including cans made primarily of steel), corrugated cardboard, fine paper and newsprint.

#### **Special Provisions**

The owner of a retail shopping complex is required to implement a source-separation program for the wastes generated at the complex or shall ensure that such a program is implemented.

The owner may allow tenants to implement their own source- separation program but the program must meet the requirements of the regulation.

A designated retail shopping complex does not have to implement a source-separation program for designated retail shopping establishments located on the premises. The responsibility for compliance in this case is with the designated retail shopping establishment.



### **3.9 Large Construction Projects**

A "construction project" is designated and must implement a source separation program if it consists of one or more buildings under construction with a total floor area of at least 2,000 square metres. The person responsible is the general contractor for the project.

The total floor area of a project must include any area used for indoor or underground parking. Any outdoor parking or other outdoor facilities such as recreational parks need not be included when calculating floor area (see section 3.5 in this guide for calculating floor area).

A project includes the operations normally associated with the construction of buildings. Construction projects include residential, commercial, industrial and institutional buildings. Projects involving the renovation of existing buildings are not designated.

#### **Wastes to be Source Separated**

Construction projects are required to follow the general requirements, outlined in Chapter 2.0, to implement a source-separation program for the following material categories: brick and Portland cement concrete; corrugated cardboard; drywall (unpainted); steel; and wood (not including painted, treated or laminated wood). Note that brick and concrete count as one category.

#### **Special Provisions**

Designated projects must handle materials required to be source separated in either of two ways:

- Materials can be collected, handled, stored on site and transported off site in a separated (not commingled) condition. Such materials can be shipped to a Municipal Waste Recycling Site operating under the provisions of Regulation 101/94, a site operating under a Certificate of Approval or Provisional Certificate of Approval under Section 27 of the *Environmental Protection Act*, or to users of the material for recycling.
- Materials can be collected, handled, stored on site and transported off site in a commingled condition. Such materials must be shipped to a site operating under a Certificate of Approval or Provisional Certificate of Approval under Section 27 of the *Environmental Protection Act*, or to the permanent premises of the owner of the project or of the general contractor where the materials must be immediately separated into the required categories.



The general contractor is required to implement a source-separation program for the wastes generated on the project or shall ensure that such a program is implemented. The general contractor may allow sub-contractors to implement their own source-separation programs, but the general contractor must ensure that a sub-contractor's program is consistent with the regulation.

The source separation program must be in place when construction work begins at the site.

### **3.10 Large Demolition Projects**

A "demolition project" is designated, and must implement a source-separation program, if it consists of one or more buildings under demolition with a total floor area of at least 2,000 square meters (see 3.5 on how to calculate floor area). The person responsible is the general contractor for the project.

The total floor area of a project must include any area used for indoor or underground parking. Any outdoor parking or other outdoor facilities such as recreational parks need not be included when calculating floor area.

#### **Wastes to be Source Separated**

Demolition projects are required to follow the general requirements, outlined in Chapter 2.0, and to implement a source-separation program for the following material categories: brick and Portland cement concrete; steel; and wood (not including painted, treated or laminated wood). Note that brick and concrete count as one category.

#### **Special Provisions**

Special provisions which apply to large construction projects also apply to large demolition projects (see section 3.9).

The source separation program must be in place when demolition work begins at the site.



### **3.11 Multi-Unit Residential Buildings**

A "multi-unit residential building" is designated, and must implement a source-separation program, if the building contains six or more dwelling units and is located within a local municipality that has a population of at least 5,000.

A dwelling unit is an individual unit which is rented or owned to be primarily used, or intended to be used, as a domicile by one or more persons and usually contains cooking, eating, living, sleeping and sanitary facilities. This includes public or privately owned apartment buildings, condominiums, and co-operative apartments. This does not include institutions that provide medical care or prisons.

#### **Wastes to be Source Separated**

Multi-unit residential buildings are required to follow the general requirements, outlined in Chapter 2.0, to implement a source-separation program for the following material categories: steel food or beverage cans (including cans made primarily of steel), aluminum food or beverage cans (including cans made primarily of aluminum), glass bottles and jars for food or beverages, newsprint, and polyethylene terephthalate (PET) bottles (including bottles made primarily from PET).

#### **Special Provisions**

In addition to materials listed above, owners of multi-unit residential buildings must also include other materials collected in the local municipal Blue Box recycling program. Owners should check with their municipal works department to determine which materials are included.

Local municipalities are required to collect recyclable materials from buildings if the buildings are receiving garbage collection services from the municipality, or a contractor operating on behalf of the municipality.



# **APPENDIX A**

## ***Ministry of Environment and Energy – Regional and District Offices***

### **Central Region**

Halton - Peel District Office  
1235 Trafalgar Road, #401  
Oakville, ON L6H 3P1  
Tel. #: (905) 844-5747  
Fax #: (905) 842-1750

Toronto Regional and York -  
Durham District Offices  
7 Overlea Blvd., 4th Floor  
Toronto, ON M4H 1A8  
Tel. #: (416) 424-3000  
Fax #: (416) 325-6345

### **West Central**

Cambridge District Office  
P.O. Box 219  
320 Pinebush Road  
Cambridge, ON N1R 5T8  
Tel. #: (519) 622-8121  
Fax #: (519) 622-3119

Hamilton District Office  
Box 2112  
119 King St. West, 12th floor  
Hamilton, ON L8N 3Z9  
Tel. #: (905) 521-7650  
Fax #: (905) 521-7806

Welland District Office  
637-641 Niagara Street North  
Welland, ON L3C 1L9  
Tel. #: (905) 384-9845  
Fax #: (905) 735-0574

### **Mid-Ontario Region**

Barrie District Office  
54 Cedar Point Drive, Unit 1203  
Barrie, ON L4N 5R7  
Tel. #: (705) 726-1730  
Fax #: (705) 726-5100

Muskoka Haliburton District Office  
483 Bethune Drive  
Gravenhurst, ON P0C 1G0  
Tel. #: (705) 687-6647  
Fax #: (705) 687-3715

North Bay District Office  
Northgate Plaza  
1500 Fisher Street  
North Bay, ON P1B 2H3  
Tel. #: (705) 476-1001  
Fax #: (705) 476-0207

Sudbury District Office  
199 Larch Street, 11th Floor  
Sudbury, ON P3E 5P9  
Tel. #: (705) 675-4501  
Fax #: (705) 675-4180

### **Southeastern Region**

Belleisle District Office  
470 Dundas Street East  
Belleville, ON K6H 1C1  
Tel. #: (613) 962-9208  
Fax #: (613) 962-6809

Cornwall District Office  
205 Amelia Street  
Cornwall, ON K6H 3P3  
Tel. #: (613) 933-7402  
Fax #: (613) 933-6402

Kingston District Office  
133 Dalton Street  
Kingston, ON K7K 6C2  
Tel. #: (613) 549-4000  
Fax #: (613) 548-6920

Ottawa District Office  
2435 Holly Lane  
Ottawa, ON K1V 7P2  
Tel. #: (613) 521-3450  
Fax #: (613) 521-5437

Peterborough District Office  
1477 Lansdowne Street West  
Peterborough, ON K9J 7M3  
Tel. #: (705) 743-2972  
Fax #: (705) 748-4192

### **Southwestern Region**

London Regional Office  
985 Adelaide Street South  
London, ON N6E 1V3  
Tel. #: (519) 661-2200  
Fax #: (519) 661-1742

Owen Sound District Office  
1180 - 20th Street East  
Owen Sound, ON N4K 6H6  
Tel. #: (519) 371-2901  
Fax #: (519) 371-2905

Sarnia Area Office  
265 Front Street North, #109  
Sarnia, ON N7T 7X1  
Tel. #: (519) 336-4030  
Fax #: (519) 336-4280

Windsor District Office  
250 Windsor Avenue, 6th floor  
Windsor, ON N6A 6V9  
Tel. #: (519) 254-2546  
Fax #: (519) 254-5894

### **Northern Region**

Kenora District Office  
P.O. Box 5150  
808 Robertson Street  
Kenora, ON P9N 1X9  
Tel. #: (807) 468-2718  
Fax #: (807) 468-2735

Sault Ste. Marie District Office  
747 Queen Street  
Sault Ste. Marie, ON P6A 2A8  
Tel. #: (705) 949-4640  
Fax #: (705) 945-6868

Thunder Bay Regional Office  
P.O. Box 5000  
435 James Street South, 3rd Floor  
Thunder Bay, ON P7C 5G6  
Tel. #: (807) 475-1205  
Fax #: (807) 475-1754

Timmins District Office  
83 Algonquin Blvd. West  
Timmins, ON P4N 2R4  
Tel. #: (705) 268-3222  
Fax #: (705) 264-7336



# APPENDIX B

## *Additional Sources of Information*

### **Associations for Industrial Standards**

Environment & Plastics Institute of Canada  
1262 Don Mills Road, Suite 104  
Don Mills, Ontario M3B 2W7  
(416) 449-3444  
"How to Implement a Plastics Recycling Program"

Canadian Polystyrene Recycling Association  
7595 Tranmere Drive  
Mississauga, Ontario L5S 1L4  
(905) 612-8290

Canadian Pulp and Paper Association  
Sun Life Building, 19th Floor  
1155 Metcalfe Street  
Montreal, Quebec N3B 4T6  
(514) 866-6621

Canadian Standards Association  
178 Rexdale Boulevard  
Rexdale, Ontario M9W 1R3  
(416) 747-4000

Canadian Steel Can Recycling Council  
P.O. Box 2460  
Hamilton, Ontario L8N 3J5  
(905) 548-4523

Ontario Multi-Material Recycling Institute (OMMRI)  
26 Wellington Street East, Suite 601  
Toronto, Ontario M5E 1S2  
Tel: (416) 594-3456  
Fax: (416) 594-3463

Standards Council of Canada  
350 Sparks Street, Suite 1200  
Ottawa, Ontario K1P 6N7  
(800) 267-8220

### **United States**

American Paper Institute  
260 Madison Avenue  
New York, NY 10016  
(212) 340-0600

American Society for Testing & Materials (ASTM)  
1916 Race Street  
Philadelphia, PA 19103-1187  
Tel: (215) 299-5400  
Fax: (215) 977-9679

Institute of Scrap Recycling Industries (ISRI)  
1325 G St. NW #1000  
Washington, DC 20005  
(202) 466-4050

Society of the Plastics Industry (SPI)  
1275 K St. NW, #400  
Washington DC 20005  
(202) 371-5200

Steel Can Recycling Institute  
Foster Plaza 10  
680 Andersen Drive  
Pittsburgh, PA 15220  
(412) 922-2772

### **Recycling Markets Information**

Environment & Plastics Institute of Canada  
1262 Don Mills Road, Suite 104  
Don Mills, Ontario M3B 2W7  
(416) 449-3444  
Plastics Recycling Directory of Canada

Canadian Association of Recycling Industries  
50 Gervais Drive, Suite 502  
Don Mills, Ontario M3C 1Z3  
(416) 510-1244

Canadian Recyclers Directory  
Recoup Publishing Ltd.  
P.O. Box 100  
Chesterville, Ontario K0C 1H0  
(613) 448-2383

Municipality of Metropolitan Toronto  
Metro Works Department  
439 University Avenue  
Toronto, Ontario M5G 1Y8  
(416) 392-4200

Ontario Management Board Secretariat  
Green Workplace Program  
900 Bay Street, Room M2-59  
Macdonald Block  
Toronto, Ontario M7A 1N3  
(416) 327-3777

Ontario (and Canadian) Waste Materials Exchanges  
Ortech International  
2395 Speakman Drive  
Mississauga, Ontario L5K 1B3  
(905) 822-4111

Recycling Council of Ontario  
489 College St. #504  
Toronto, Ontario M6G 1A5  
(416) 960-1025  
1-800-263-2849

The Regional Municipality of Hamilton-Wentworth  
119 King Street West, 15th Floor  
P.O. Box 910  
Hamilton, Ontario L8N 4T9  
(905) 546-4417

The Regional Municipality of Peel  
10 Peel Centre Drive  
Brampton, Ontario L6T 4B9  
(905) 791-9400

The Regional Municipality of Waterloo  
Marsland Centre  
Waterloo, Ontario N2J 4G7  
(519) 747-5010/1/2

### **United States**

American Recycling Market Directory  
Recoup  
P.O. Box 577  
Ogdensburg, N.Y. 13669

Northeast Industrial Waste Exchange  
90 Presidential Plaza, Suite 122  
Syracuse, N.Y. 13202  
(315) 422-6572



# APPENDIX C

## *Description of Materials Eligible to be Included In Source Separation Programs*

### **REGULATION 101/94, SCHEDULE 1: BLUE BOX WASTE**

This schedule lists materials which must be included in a municipality's Blue Box program. Some of the materials listed in the schedule in Regulation 103/94 for IC&I sectors may be identical to a material listed in Schedule 1.

#### **Basic Blue Box Waste**

Regulation 101/94 requires that municipalities with populations of 5,000 or more must collect all materials listed in the Basic Blue Box Waste list.

- Aluminum food or beverage cans (including cans made primarily of aluminum).
- Glass bottles and jars for food or beverages.
- Newsprint means newspapers, flyers and other publications made from newsprint.
- Polyethylene terephthalate bottles for food or beverages (including bottles made primarily of polyethylene terephthalate).
- Steel food or beverage cans (including cans made primarily of steel).

#### **Supplementary Blue Box Waste**

Regulation 101/94 requires that municipalities with populations of 5,000 or more must collect at least two materials from the Supplementary Blue Box Waste list.

- Aluminum foil (including items made from aluminum foil) means food wrap, food packaging and kitchenware such as pie plates made from a thin sheet of aluminum.
- Boxboard and paperboard means packaging such as boxes and cartons made from a thick sheet of paper formed from one or more layers of paper fibre.
- Cardboard (corrugated) means packaging such as boxes and cartons made from a fluted (corrugated) paper glued between two paperboard sheets.

- Expanded polystyrene food or beverage containers and packing materials. Examples include cups, plates and foam meat trays and materials used to protect goods during shipment.
- Fine paper means sheets, envelopes or other paper products made of various types of paper other than newsprint and used for printing, writing, photocopying, computer printout and other similar purposes.
- Magazines.
- Paper cups and plates.
- Plastic film,
  - i) linear low density and low density polyethylene grocery bags or bags used for food or beverages. Examples include grocery carry-out sacks, bags for bread and produce and milk pouches.
  - ii) linear low density or low density polyethylene used for wrapping products. Examples include overwrap for paper towels or disposable diapers.
- Rigid plastic containers,
  - i) high density polyethylene bottles used for food, beverages, toiletries or household cleaners (including bottles made primarily of high density polyethylene). Examples of products packaged in high density polyethylene are margarine, milk, water, juice, bleach, detergents and fabric softeners.
  - ii) polystyrene containers used for food or beverages (including containers made primarily of polystyrene). Examples of products packaged in polystyrene are yogurt, cookies, muffins, and carry-out foods and beverages.
- Telephone directories.
- Textiles (not including fibreglass or carpet) such as clothing, towels and drapes.
- Food or beverage polycoat paperboard containers made primarily of paperboard coated with low density polyethylene or aluminum. Examples include aseptic drink boxes used for juice and fruit drinks and gable-top milk cartons.



## **REGULATION 101/94, SCHEDULE 2: RECYCLABLE WASTE OTHER THAN BLUE BOX WASTE**

Schedule 2 lists broad material categories which encompass other wastes that may be source separated. For example, polypropylene, which is not designated for source separation in any sector, would be included in the plastic category listed in Schedule 2.

- Glass means general purpose glass packaging products that can be recycled in glass furnaces to make glass containers such as bottles, jars and jugs used for foods, beverages, toiletries, cosmetics, pharmaceutical or other products. Glass also includes non-container glass wastes generated by manufacturers in the making of products such as windows.
- Leather.
- Leaf and yard waste means leaves, grass clippings, tree and shrub trimmings, fruits and vegetables from gardens, flowers, natural Christmas trees (evergreens) and similar organic plant materials generated from gardening and yard maintenance activities at residential and other properties. Tree limbs or other tree parts may be included in leaf and yard waste but only if they are under 7 centimetres in diameter. Large tree limbs would be included in the wood category in schedule 3 as would lumber or other items manufactured from wood. No other organic wastes are included in the leaf and yard waste category. For example food wastes from a kitchen, food service operation, food processing facility or food handling operation are not included in the leaf and yard waste category.
- Metal includes items made from steel, aluminum, copper, nickel, and other metals and their alloys. Examples include food and beverage containers, scrap metal, machinery parts, pipe, cable and fencing. Many of the different types of recyclable metals are described in the Ferrous Metals and Non-ferrous Metals guides available through the Canadian Association of Recycling Industries.
- Paper. Different grades of recyclable paper are listed in the Paper Stock guide available through the Canadian Association of Recycling Industries.
- Plastic. Many common consumer plastics are identified by a coding system developed by the Society of the Plastics Industry (SPI). The plastic category does not include rubber products.
- Textiles such as clothing, drapes, or carpets.
- Large household appliances include refrigerators, freezers, stoves, ovens, clothes washers and dryers, and dishwashers.

## **REGULATION 101/94, SCHEDULE 3: RECYCLABLE WASTE OTHER THAN BLUE BOX WASTE THAT CANNOT BE COMMINGLED**

Schedule 3 lists materials which must not be commingled. These materials typically come from a construction or demolition project.

- Brick and Portland cement concrete means building materials made from clay or cement used in industrial, commercial, institutional or residential construction. The bricks and concrete must not contain hazardous materials such as asbestos, waste oils, or toxic paint residue.
- Drywall (unpainted) means unpainted gypsum board used in industrial, commercial, institutional or residential construction. Drywall wastes include end cuts or broken pieces from construction projects or reject material at drywall manufacturing plants.
- Wood (not including painted or treated wood or laminated wood) means manufactured wood products including lumber, mouldings, chips, sawdust, shavings, pallets, skids, crates, furniture frames and similar items that are not painted, treated with preservatives or laminated items such as countertops. This category also includes tree trunks and branches.

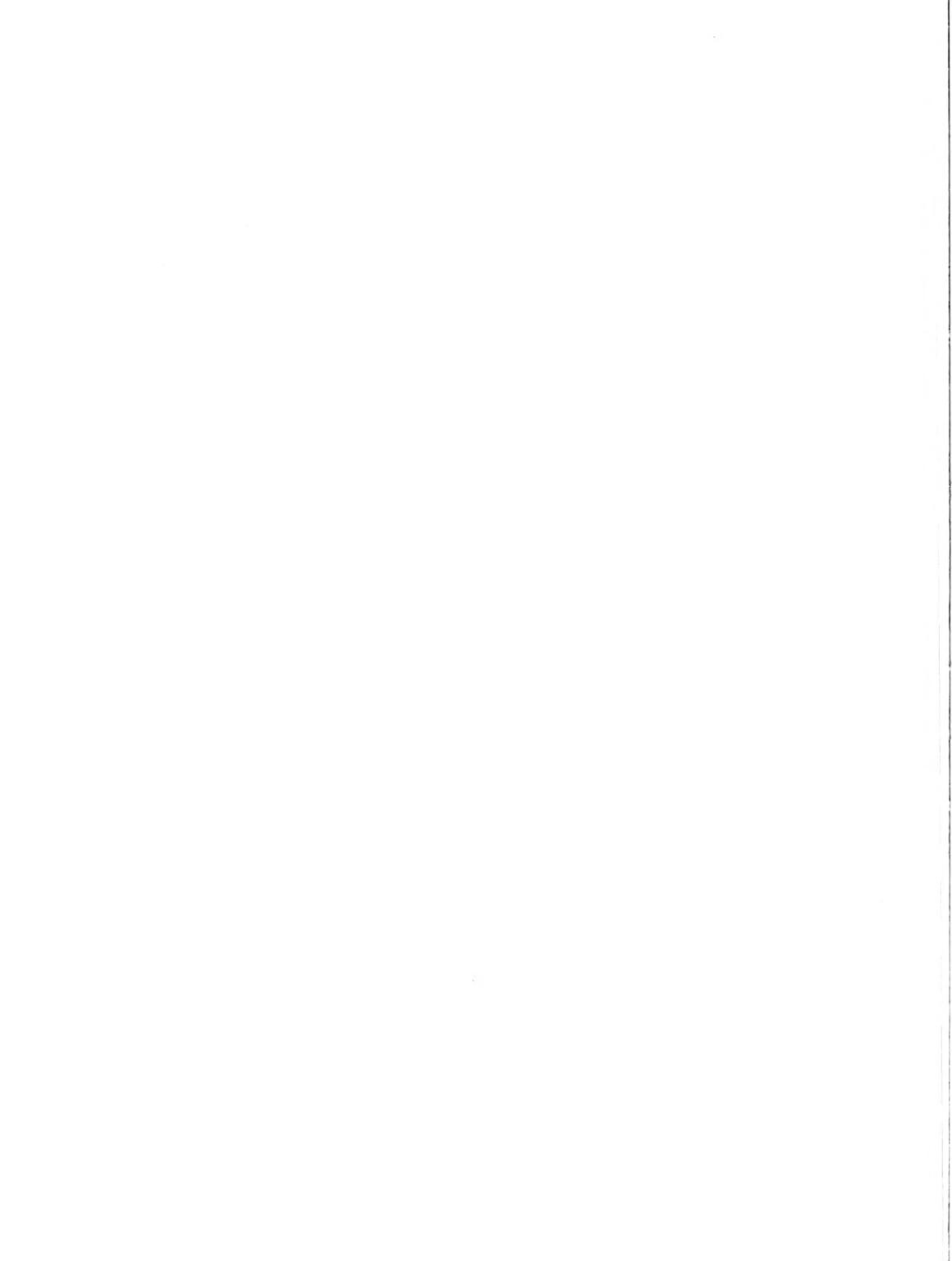
## **REGULATION 103/94, SCHEDULE: OTHER WASTES TO BE PROVIDED FOR IN SOURCE SEPARATION PROGRAMS**

### **Designated for Construction and Demolition Projects and Manufacturing Establishments**

- Steel means any items made of ferrous or ferrous alloys. Examples include scrap or trim from steel parts, nails or wires, or large items such as industrial piping or machinery. Other examples are food and beverage containers, tools or fencing.

### **Designated for Manufacturing Establishments**

- Aluminum means any items made primarily from aluminum. Examples include aluminum foil, scrap or trim aluminum from parts, siding for houses, ladders, lawn furniture or tools.
- Polyethylene (high density) jugs, pails, crates, totes and drums. This does not include empty containers that fall under the definition of hazardous waste.
- Polyethylene (linear low density and low density) film. This includes film wrap used for packaging and transportation.
- Polystyrene (expanded) foam. This includes polystyrene foam used as protective packaging.
- Polystyrene trays, reels and spools. Trays are thin rigid containers for parts or consumer goods, the same as or similar to those used to package flowers and plants. Typical applications are in the horticulture business, electronic assembly operations, and consumer products displays. Reels and spools are cylindrical devices on which audio and video tapes are wound, as well as films (photographic and or plastic film wrapping), wire products, fibres, and adhesive and other thin gauge tapes.



# APPENDIX D

**Group A, B, and F hospitals, as defined under Ontario Regulation 964, are as follows**

## GROUP A HOSPITALS

- (a) Group A hospitals being general hospitals providing facilities for giving instruction to medical students of any university, as evidenced by a written agreement between the hospital and the university with which it is affiliated, and hospitals approved in writing by the Royal College of Physicians and Surgeons for providing post-graduate education leading to certification or a fellowship in one or more of the specialties recognized by the Royal College of Physicians and Surgeons.

Item	Location	Name
1.	Hamilton	Chedoke-McMaster Hospitals
2.	Hamilton	Hamilton Civic Hospitals
3.	Hamilton	St. Joseph's Hospital
4.	Kingston	Hôtel Dieu Hospital
5.	Kingston	Kingston General Hospital
6.	London	St. Joseph's Health Centre of London
7.	London	University Hospital
8.	London	Victoria Hospital
9.	Ottawa	Children's Hospital of Eastern Ontario
10.	Ottawa	Ottawa Civic Hospital
11.	Ottawa	Ottawa General Hospital
12.	Toronto	The Hospital For Sick Children
13.	Toronto	Mount Sinai Hospital
14.	Toronto	St. Joseph's Health Centre
15.	Toronto	St. Michael's Hospital
16.	Toronto	Sunnybrook Hospital
17.	Toronto	The Wellesley Hospital
18.	Toronto	Toronto East General and Orthopaedic Hospital
19.	Toronto	The Toronto Hospital
20.	Toronto	Women's College Hospital
21.	Willowdale	North York General Hospital

## GROUP B HOSPITALS

- (b) Group B hospitals, being general hospitals having not fewer than 100 beds

Item	Location	Name
1.	Ajax	Ajax and Pickering General Hospital
2.	Barrie	Royal Victoria Hospital
3.	Belleville	Belleville General Hospital
4.	Brampton	Peel Memorial Hospital
5.	Brantford	The Brantford General Hospital
6.	Brantford	St. Joseph's Hospital
7.	Brockville	Brockville General Hospital
8.	Burlington	Joseph Brant Memorial Hospital
9.	Cambridge	Cambridge Memorial Hospital
10.	Chatham	Public General Hospital
11.	Chatham	St. Joseph's Hospital
12.	Cobourg	Cobourg District General Hospital
13.	Collingwood	General and Marine Hospital
14.	Cornwall	Cornwall General Hospital
15.	Cornwall	Hôtel Dieu Hospital
16.	Downsview	York-Finch General Hospital
17.	Elliot Lake	St. Joseph's General Hospital
18.	Etobicoke	The Etobicoke General Hospital
19.	Fort Frances	Rainy River Valley Health Care Facilities Inc.
20.	Guelph	Guelph General Hospital
21.	Guelph	St. Joseph's Hospital
22.	Hawkesbury	Hawkesbury and District General Hospital
23.	Huntsville	Huntsville District General
24.	Kenora	Lake of the Woods District Hospital
25.	Kirkland Lake	Kirkland and District Hospital
26.	Kitchener	Kitchener-Waterloo Hospital
27.	Kitchener	St. Mary's General Hospital
28.	Leamington	Leamington District Memorial Hospital
29.	Lindsay	Ross Memorial Hospital
30.	Markham	Markham Stouville Hospital
31.	Midland	Huronia District Hospital
32.	Milton	Milton District Hospital
33.	Mississauga	Credit Valley Hospital
34.	Mississauga	The Mississauga Hospital
35.	New Liskeard	Temiskaming Hospital



<i>Item</i>	<i>Location</i>	<i>Name</i>	<i>Item</i>	<i>Location</i>	<i>Name</i>
36.	Newmarket	York County Hospital	74.	Thunder Bay	McKellar General Hospital
37.	Niagara Falls	The Greater Niagara General Hospital	75.	Thunder Bay	St. Joseph's General Hospital
38.	North Bay	North Bay Civic Hospital	76.	Tillsonburg	Tillsonburg District Memorial Hospital
39.	North Bay	North Bay and District Health Centre	77.	Timmins	St. Mary's General Hospital
40.	North Bay	St. Joseph's General Hospital of North Bay Inc.	78.	Timmins	District Hospital
41.	Oakville	Oakville-Trafalgar Memorial Hospital	79.	Toronto	Central Hospital
42.	Orangeville	Dufferin Area Hospital	80.	Toronto	The Doctors Hospital
43.	Orillia	Orillia Soldiers' Memorial Hospital	81.	Toronto	Northwestern General Hospital
44.	Oshawa	Oshawa General Hospital	82.	Toronto	Orthopaedic and Arthritic Hospital
45.	Ottawa	Hôpital Montford	83.	Toronto	Queensway General Hospital
46.	Ottawa	Queensway-Carleton Hospital	84.	Trenton	Trenton Memorial Hospital
47.	Ottawa	Riverside Hospital	85.	Welland	Welland County General Hospital
48.	Ottawa	The Salvation Army Grace Hospital	86.	Weston	Humber Memorial Hospital
49.	Owen Sound	Grey Bruce Regional Health Centre	87.	Willowdale	North York Branson Hospital
50.	Pembroke	Pembroke General Hospital	88.	Winchester	Winchester District Memorial Hospital
51.	Pembroke	Pembroke Civic Hospital	89.	Windsor	Hôtel Dieu of St. Joseph's
52.	Peterborough	The Peterborough Civic Hospital	90.	Windsor	Metropolitan General Hospital
53.	Peterborough	St. Joseph's General Hospital	91.	Windsor	Salvation Army Grace Hospital
54.	Port Colbourne	Port Colbourne General Hospital	92.	Windsor	Windsor Western Hospital Centre, Inc.
55.	Richmond Hill	York Central Hospital	93.	Woodstock	Woodstock General Hospital
56.	St. Catharines	Hôtel Dieu Hospital			
57.	St. Catharines	The St. Catharines General Hospital			
58.	St. Thomas	St. Thomas-Elgin General Hospital			
59.	Sarnia	St. Joseph's Health Care of Sarnia Inc.			
60.	Sarnia	Sarnia General Hospital			
61.	Sault Ste. Marie	General Hospital			
62.	Sault Ste. Marie	Plummer Memorial Public Hospital			
63.	Scarborough	The Salvation Army Scarborough Grace Hospital	1.	Hamilton	St. Peter's Hospital
64.	Scarborough	Centenary Hospital	2.	London	Parkwood Hospital
65.	Scarborough	Scarborough General Hospital	3.	Ottawa	Elizabeth Bruyere
66.	Simcoe	Norfolk General Hospital	4.	Ottawa	The Perley Hospital
67.	Smiths Falls	The Smiths Falls Community Hospital	5.	Ottawa	St. Vincent Hospital
68.	Stratford	Stratford General Hospital	6.	Scarborough	Providence Hospital
69.	Strathroy	Strathroy Middlesex General Hospital	7.	Thunder Bay	Hogarth-Westmount Hospital
70.	Sudbury	Laurentian Hospital	8.	Toronto	Baycrest Hospital
71.	Sudbury	Sudbury General Hospital of Immaculate Heart of Mary	9.	Toronto	The Queen Elizabeth Hospital (Dunn Avenue Division) (University Avenue Division)
72.	Sudbury	Sudbury Memorial Hospital	10.	Toronto	Riverdale Hospital
73.	Thunder Bay	The General Hospital of Port Arthur	11.	Toronto	St. Joseph's Health Centre (Chronic Care Unit)
			12.	Toronto	West Park Hospital
			13.	Windsor	Windsor Western Hospital Centre Inc.

#### GROUP F HOSPITALS

(f) Group F hospitals, being hospitals for chronic patients and having not fewer than 200 beds

<i>Item</i>	<i>Location</i>	<i>Name</i>
1.	Hamilton	St. Peter's Hospital
2.	London	Parkwood Hospital
3.	Ottawa	Elizabeth Bruyere
4.	Ottawa	The Perley Hospital
5.	Ottawa	St. Vincent Hospital
6.	Scarborough	Providence Hospital
7.	Thunder Bay	Hogarth-Westmount Hospital
8.	Toronto	Baycrest Hospital
9.	Toronto	The Queen Elizabeth Hospital (Dunn Avenue Division) (University Avenue Division)
10.	Toronto	Riverdale Hospital
11.	Toronto	St. Joseph's Health Centre (Chronic Care Unit)
12.	Toronto	West Park Hospital
13.	Windsor	Windsor Western Hospital Centre Inc.



# **APPENDIX E**

## **Standard Industrial Classification (SIC) Codes**

### DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

105 - Flour, Prepared Cereal Food and Feed Industries

1051 Cereal Grain Flour Industry  
1052 Prepared Flour Mixes and Prepared Cereal Foods Industry

1053 Feed Industry

106 - Vegetable Oil Mills (Except Corn Oil)  
1061 Vegetable Oil Mills (Except Corn Oil)

107 - Bakery Products Industries

1071 Biscuit Industry  
1072 Bread and Other Bakery Products Industry

108 - Sugar and Sugar Confectionery Industries

1081 Cane and Beet Sugar Industry  
1082 Chewing Gum Industry  
1083 Sugar and Chocolate Confectionery Industry

109 - Other Food Products Industries

1091 Tea and Coffee Industry  
1092 Dry Pasta Products Industry  
1093 Potato Chip, Pretzel and Popcorn Industry  
1094 Malt and Malt Flour Industry  
1099 Other Food Products Industries n.e.c.

### DIVISION E - MANUFACTURING INDUSTRIES

#### MAJOR GROUP 10 - FOOD INDUSTRIES

101 - Meat and Poultry Products Industries  
1011 Meat and Meat Products Industry (Except Poultry)  
1012 Poultry Products Industry

102 - Fish Products Industry  
1021 Fish Products Industry

103 - Fruit and Vegetable Industries  
1031 Canned and Preserved Fruit and Vegetable Industry  
1032 Frozen Fruit and Vegetable Industry

104 - Dairy Products Industries  
1041 Fluid Milk Industry  
1049 Other Dairy Products Industries

#### MAJOR GROUP 11 - BEVERAGE INDUSTRIES

111 - Soft Drink Industry  
1111 Soft Drink Industry

112 - Distillery Products Industry  
1121 Distillery Products Industry

113 - Brewery Products Industry  
1131 Brewery Products Industry

114 - Wine Industry  
1141 Wine Industry



## DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

### MAJOR GROUP 12 - TOBACCO PRODUCTS INDUSTRIES

- 121 - Leaf Tobacco Industry
  - 1211 Leaf Tobacco Industry
- 122 - Tobacco Products Industry
  - 1221 Tobacco Products Industry

### MAJOR GROUP 15 - RUBBER PRODUCTS INDUSTRIES

- 151 - Tire and Tube Industry
  - 1511 Tire and Tube Industry
- 152 - Rubber Hose and Belting Industry
  - 1521 Rubber Hose and Belting Industry
- 159 - Other Rubber Products Industries
  - 1599 Other Rubber Products Industries

### MAJOR GROUP 16 - PLASTIC PRODUCTS INDUSTRIES

- 161 - Foamed and Expanded Plastic Products Industry
  - 1611 Foamed and Expanded Plastic Products Industry
- 162 - Plastic Pipe and Pipe Fittings Industry
  - 1621 Plastic Pipe and Pipe Fittings Industry
- 163 - Plastic Film and Sheeting Industry
  - 1631 Plastic Film and Sheeting Industry
- 169 - Other Plastic Products Industries
  - 1691 Plastic Bag Industry
  - 1699 Other Plastic Products Industries n.e.c.

### MAJOR GROUP 17 - LEATHER AND ALLIED PRODUCTS INDUSTRIES

- 171 - Leather and Allied Products Industries
  - 1711 Leather Tanneries
  - 1712 Footwear Industry
  - 1713 Luggage, Purse and Handbag Industry
  - 1719 Other Leather and Allied Products Industries

### MAJOR GROUP 18 - PRIMARY TEXTILE INDUSTRIES

- 181 - Man-Made Fibre and Filament Yarn Industry
  - 1811 Man-Made Fibre and Filament Yarn Industry
- 182 - Spun Yarn and Woven Cloth Industries
  - 1821 Wool Yarn and Woven Cloth Industry
  - 1829 Other Spun Yarn and Woven Cloth Industries
- 183 - Broad Knitted Fabric Industry
  - 1831 Broad Knitted Fabric Industry

### MAJOR GROUP 19 - TEXTILE PRODUCTS INDUSTRIES

- 191 - Natural Fibres Processing and Felt Products Industry
  - 1911 Natural Fibres Processing and Felt Products Industry
- 192 - Carpet, Mat and Rug Industry
  - 1921 Carpet, Mat and Rug Industry
- 193 - Canvas and Related Products Industry
  - 1931 Canvas and Related Products Industry



## DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

- 199 - Other Textile Products Industries
  - 1991 Narrow Fabric Industry
  - 1992 Contract Textile Dyeing and Finishing Industry
  - 1993 Household Products of Textile Materials Industry
  - 1994 Hygiene Products of Textile Materials Industry
  - 1995 Tire Cord Fabric Industry
  - 1999 Other Textile Products Industries n.e.c.

### MAJOR GROUP 24 - CLOTHING INDUSTRIES

- 243 - Men's and Boys' Clothing Industries
  - 2431 Men's and Boys' Coat Industry
  - 2432 Men's and Boys' Suit and Jacket Industry
  - 2433 Men's and Boys' Pants Industry
  - 2434 Men's and Boys' Shirt and Underwear Industry
  - 2435 Men's and Boys' Clothing Contractors
- 244 - Women's Clothing Industries
  - 2441 Women's Coat and Jacket Industry
  - 2442 Women's Sportswear Industry
  - 2443 Women's Dress Industry
  - 2444 Women's Blouse and Shirt Industry
  - 2445 Women's Clothing Contractors
- 245 - Children's Clothing Industry
  - 2451 Children's Clothing Industry

- 249 - Other Clothing and Apparel Industries
  - 2491 Sweater Industry
  - 2492 Occupational Clothing Industry
  - 2493 Glove Industry
  - 2494 Hosiery Industry
  - 2495 Fur Goods Industry
  - 2496 Foundation Garment Industry
  - 2499 Other Clothing and Apparel Industries n.e.c.

### MAJOR GROUP 25 - WOOD INDUSTRIES

- 251 - Sawmill, Planing Mill and Shingle Mill Products Industries
  - 2511 Shingle and Shake Industry
  - 2512 Sawmill and Planing Mill Products Industry (Except Shingles and Shakes)
- 252 - Veneer and Plywood Industries
  - 2521 Hardwood Veneer and Plywood Industry
  - 2522 Softwood Veneer and Plywood Industry
- 254 - Sash, Door and Other Millwork Industries
  - 2541 Prefabricated Wooden Buildings Industry
  - 2542 Wooden Kitchen Cabinet and Bathroom Vanity Industry
  - 2543 Wooden Door and Window Industry
  - 2549 Other Millwork Industries
- 256 - Wooden Box and Pallet Industry
  - 2561 Wooden Box and Pallet Industry
- 258 - Coffin and Casket Industry
  - 2581 Coffin and Casket Industry
- 259 - Other Wood Industries
  - 2591 Wood Preservation Industry
  - 2592 Particle Board Industry
  - 2593 Wafer Board Industry
  - 2599 Other Wood Industries n.e.c.

### MAJOR GROUP 26 - FURNITURE AND FIXTURE INDUSTRIES

- 261 - Household Furniture Industries
  - 2611 Wooden Household Furniture Industry
  - 2612 Upholstered Household Furniture Industry
  - 2619 Other Household Furniture Industries



## DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

- 264 - Office Furniture Industries  
2641 Metal Office Furniture Industry  
2649 Other Office Furniture Industries
- 269 - Other Furniture and Fixture Industries  
2691 Bed Spring and Mattress Industry  
2692 Hotel, Restaurant and Institutional Furniture and Fixture Industry  
2699 Other Furniture and Fixture Industries n.e.c.

### MAJOR GROUP 27 - PAPER AND ALLIED PRODUCTS INDUSTRIES

- 271 - Pulp and Paper Industries  
2711 Pulp Industry  
2712 Newsprint Industry  
2713 Paperboard Industry  
2714 Building Board Industry  
2719 Other Paper Industries
- 272 - Asphalt Roofing Industry  
2721 Asphalt Roofing Industry
- 273 - Paper Box and Bag Industries  
2731 Folding Carton and Set-Up Box Industry  
2732 Corrugated Box Industry  
2733 Paper Bag Industry
- 279 - Other Converted Paper Products Industries  
2791 Coated and Treated Paper Industry  
2792 Stationery Paper Products Industry  
2793 Paper Consumer Products Industry  
2799 Other Converted Paper Products Industries n.e.c.

### MAJOR GROUP 28 - PRINTING, PUBLISHING AND ALLIED INDUSTRIES

- 281 - Commercial Printing Industries  
2811 Business Forms Printing Industry  
2819 Other Commercial Printing Industries

- 282 - Platemaking, Typesetting and Bindery Industry  
2821 Platemaking, Typesetting and Binding Industry

- 283 - Publishing Industries  
2831 Book Publishing Industry  
2839 Other Publishing Industries

- 284 - Combined Publishing and Printing Industries  
2841 Newspaper, Magazine and Periodical (Combined Publishing and Printing) Industry  
2849 Other Combined Publishing and Printing Industries

### MAJOR GROUP 29 - PRIMARY METAL INDUSTRIES

- 291 - Primary Steel Industries  
2911 Ferro-alloys Industry  
2912 Steel Foundries  
2919 Other Primary Steel Industries

- 292 - Steel Pipe and Tube Industry  
2921 Steel Pipe and Tube Industry

- 294 - Iron Foundries  
2941 Iron Foundries

- 295 - Non-Ferrous Metal Smelting and Refining Industries  
2951 Primary Production of Aluminum Industry  
2959 Other Primary Smelting and Refining of Non-Ferrous Metal Industries

- 296 - Aluminum Rolling, Casting and Extruding Industry  
2961 Aluminum Rolling, Casting and Extruding Industry



## DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

- 297 - Copper and Copper Alloy Rolling, Casting and Extruding Industry  
2971 Copper and Copper Alloy Rolling, Casting and Extruding Industry
- 299 - Other Rolled, Cast and Extruded Non-Ferrous Metal Products Industries  
2999 Other Rolled, Cast and Extruded Non-Ferrous Metal Products Industries
- MAJOR GROUP 30 - FABRICATED METAL PRODUCTS INDUSTRIES (EXCEPT MACHINERY AND TRANSPORTATION EQUIPMENT INDUSTRIES)**
- 301 - Power Boiler and Heat Exchanger Industry  
3011 Power Boiler and Heat Exchanger Industry
- 302 - Fabricated Structural Metal Products Industries  
3021 Metal Tanks (Heavy Gauge) Industry  
3022 Plate Work Industry  
3023 Pre-Engineered Metal Buildings Industry (Except Portable)  
3029 Other Fabricated Structural Metal Products Industries
- 303 - Ornamental and Architectural Metal Products Industries  
3031 Metal Door and Window Industry  
3032 Prefabricated Portable Metal Buildings Industry  
3039 Other Ornamental and Architectural Metal Products Industries
- 304 - Stamped, Pressed and Coated Metal Products Industries  
3041 Custom Coating of Metal Products Industry  
3042 Metal Closure and Container Industry  
3049 Other Stamped and Pressed Metal Products Industries
- 305 - Wire and Wire Products Industries  
3051 Upholstery and Coil Spring Industry  
3052 Wire and Wire Rope Industry  
3053 Industrial Fastener Industry  
3059 Other Wire Products Industries
- 306 - Hardware, Tool and Cutlery Industries  
3061 Basic Hardware Industry  
3062 Metal Dies, Moulds and Patterns Industry  
3063 Hand Tool and Implement Industry  
3069 Other Hardware and Cutlery Industries
- 307 - Heating Equipment Industry  
3071 Heating Equipment Industry
- 308 - Machine Shop Industry  
3081 Machine Shop Industry
- 309 - Other Metal Fabricating Industries  
3091 Metal Plumbing Fixtures and Fittings Industry  
3092 Metal Valve Industry  
3099 Other Metal Fabricating Industries n.e.c.
- MAJOR GROUP 31 - MACHINERY INDUSTRIES (EXCEPT ELECTRICAL MACHINERY)**
- 311 - Agricultural Implement Industry  
3111 Agricultural Implement Industry
- 312 - Commercial Refrigeration and Air Conditioning Equipment Industry  
3121 Commercial Refrigeration and Air Conditioning Equipment Industry
- 319 - Other Machinery and Equipment Industries  
3191 Compressor, Pump and Industrial Fan Industry  
3192 Construction and Mining Machinery and Materials Handling Equipment Industry



## DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

3193 Sawmill and Woodworking Machinery Industry  
3194 Turbine and Mechanical Power Transmission Equipment Industry  
3199 Other Machinery and Equipment Industries n.c.c.

### MAJOR GROUP 32 - TRANSPORTATION EQUIPMENT INDUSTRIES

321 - Aircraft and Aircraft Parts Industry  
3211 Aircraft and Aircraft Parts Industry  
  
323 - Motor Vehicle Industry  
3231 Motor Vehicle Industry  
  
324 - Truck and Bus Body and Trailer Industries  
3241 Truck and Bus Body Industry  
3242 Commercial Trailer Industry  
3243 Non-Commercial Trailer Industry  
3244 Mobile Home Industry  
  
325 - Motor Vehicle Parts and Accessories Industries.  
3251 Motor Vehicle Engine and Engine Parts Industry  
3252 Motor Vehicle Wiring Assemblies Industry  
3253 Motor Vehicle Stampings Industry  
3254 Motor Vehicle Steering and Suspension Parts Industry  
3255 Motor Vehicle Wheel and Brake Industry  
3256 Plastic Parts and Accessories For Motor Vehicles Industry  
3257 Motor Vehicle Fabric Accessories Industry  
3259 Other Motor Vehicle Accessories, Parts and Assemblies Industries  
  
326 - Railroad Rolling Stock Industry  
3261 Railroad Rolling Stock Industry

327 - Shipbuilding and Repair Industry  
3271 Shipbuilding and Repair Industry  
  
328 - Boatbuilding and Repair Industry  
3281 Boatbuilding and Repair Industry  
  
329 - Other Transportation Equipment Industries  
3299 Other Transportation Equipment Industries

### MAJOR GROUP 33 - ELECTRICAL AND ELECTRONIC PRODUCTS INDUSTRIES

331 - Small Electrical Appliance Industry  
3311 Small Electrical Appliance Industry  
  
332 - Major Appliance Industry (Electric and Non-Electric)  
3321 Major Appliance Industry (Electric and Non-Electric)  
  
333 - Electric Lighting Industries  
3331 Lighting Fixture Industry  
3332 Electric Lamp and Shade Industry (Except Bulb and Tube)  
3333 Electric Lamp (Bulb and Tube) Industry  
  
334 - Record Player, Radio and Television Receiver Industry  
3341 Record Player, Radio and Television Receiver Industry  
  
335 - Communication and Other Electronic Equipment Industries  
3351 Telecommunication Equipment Industry  
3352 Electronic Parts and Components Industry  
3359 Other Communication and Electronic Equipment Industries



## DIVISIONS, MAJOR GROUPS, INDUSTRY GROUPS AND INDUSTRY CLASSES

### MAJOR GROUP 37 - CHEMICAL AND CHEMICAL PRODUCTS INDUSTRIES

- 371 - Industrial Chemicals Industries n.e.c.
  - 3711 Industrial Inorganic Chemical Industries n.e.c.
  - 3712 Industrial Organic Chemical Industries n.e.c.
- 372 - Agricultural Chemical Industries
  - 3721 Chemical Fertilizer and Fertilizer Materials Industry
  - 3722 Mixed Fertilizer Industry
  - 3729 Other Agricultural Chemical Industries
- 373 - Plastic and Synthetic Resin Industry
  - 3731 Plastic and Synthetic Resin Industry
- 374 - Pharmaceutical and Medicine Industry
  - 3741 Pharmaceutical and Medicine Industry
- 375 - Paint and Varnish Industry
  - 3751 Paint and Varnish Industry
- 376 - Soap and Cleaning Compounds Industry
  - 3761 Soap and Cleaning Compounds Industry
- 377 - Toilet Preparations Industry
  - 3771 Toilet Preparations Industry
- 379 - Other Chemical Products Industries
  - 3791 Printing Ink Industry
  - 3792 Adhesives Industry
  - 3799 Other Chemical Products Industries n.e.c.

### MAJOR GROUP 39 - OTHER MANUFACTURING INDUSTRIES

- 391 - Scientific and Professional Equipment Industries
  - 3911 Indicating, Recording and Controlling Instruments Industry
  - 3912 Other Instruments and Related Products Industry
  - 3913 Clock and Watch Industry
  - 3914 Ophthalmic Goods Industry
- 392 - Jewellery and Precious Metal Industries
  - 3921 Jewellery and Silverware Industry
  - 3922 Precious Metal Secondary Refining Industry
- 393 - Sporting Goods and Toy Industries
  - 3931 Sporting Goods Industry
  - 3932 Toys and Games Industry
- 397 - Sign and Display Industry
  - 3971 Sign and Display Industry
- 399 - Other Manufactured Products Industries
  - 3991 Broom, Brush and Mop Industry
  - 3992 Button, Buckle and Clothes Fastener Industry
  - 3993 Floor Tile, Linoleum and Coated Fabric Industry
  - 3994 Musical Instrument and Sound Recording Industry
  - 3999 Other Manufactured Products Industries n.e.c.







